



Working Electronically with the Social Security Administration

Filing Forms W-2/W-3 and Verifying Names and Numbers

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Apply Online for Benefits

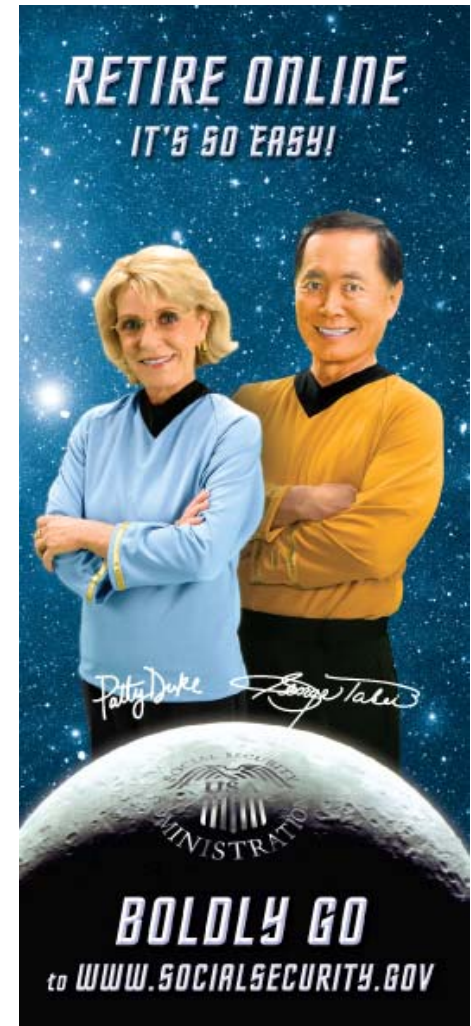
Estimate Your Benefit

Start Your Application, and

Continue completing an application you already started.

It's so easy! Just go to:

www.socialsecurity.gov/retireonline



Randomization of Social Security Numbers

**No longer issued based on geographical
area**

**SSA will no longer will use the concept of
the High Group List**

Issue numbers starting with “8”

Issue all numbers that start with “7”

Business Services Online

Register for a User ID and password

File W-2s

- Upload Wage File
- W-2 Online
- W-2C Online

Notices via e-mail

Acknowledge notices


Verify Employee Names and SSNs

SSA Employer Page


Social Security Online
www.socialsecurity.gov

Home FAQs Contact Us ▼ Text Size ▼

Search GO



Employer W-2 Filing Instructions & Information

 [Bookmark this Site!](#)



[Información para el empleador en Español](#)

[Business Services Online](#)

BEFORE YOU FILE

[How to Register for Business Services Online \(Video\)](#)
[First Time Filers](#)
[Returning Filers](#)
[CPAs, Accountants & Enrolled Agents](#)




ELECTRONIC W-2 FILERS

[How to File W-2s Online \(Video\)](#)
[Electronically File Your W-2s](#)
[Learn How to E-File Using Business Services Online](#)
[Electronic W-2 Filing Handbook](#)
[E-Filing Format](#)
[Form W-2/W-3 Instructions](#) 
[Form W-2c/W-3c Instructions](#) 

SOCIAL SECURITY NUMBER VERIFICATION SERVICE (SSNVS)

[Verify SSNs Online](#)
[Learn How to Use SSNVS](#)
[Telephone Number Employer Verification \(TNEV\)](#)

PAPER W-2 FILERS

[How to File](#)
[Where to File](#)
[Form W-2/W-3 Filing Instructions](#) 
[Form W-2c/W-3c Instructions](#) 
[Instructions for Private Printing of Forms W-2/W-3 \(IRS Publication 1141\)](#) 

DISKETTE/TAPE/CD/CARTRIDGE W-2 FILERS

[Social Security No Longer Accepts Magnetic Media](#)


Employer Information Directory

[Employer W-2 Filing Instructions & Information](#)
[Electronic W-2 Filing Handbook](#)
[SSNVS Handbook](#)
[Registration Handbook](#)
[Do You Really Need to See the Card?](#)
[How to File W-2s](#)
[Information and Instructions to Verify Social Security Numbers Online](#)
[Forms & Publications](#)
[AccuWage/AccuW2C](#)
[Information for Software Developers](#)
[Vendor List](#)
[Employer Reconciliation Process](#)
[General W-2 Filing Information](#)
[Tax Forums and Speaking Engagements](#)

[Other Sites](#)
[Frequently Asked Questions](#)
[Customer Support](#)
[Feedback](#)

File Your Benefits Online

In the News

[Change to Phone SSN Verification](#)
[Registration Reminders](#)
[2011 Wage Base Announced](#)
[TY 2010 EFW2 & EFW2C](#)
[2010 Paper Forms W-2 & Instructions](#)
[Special Wage Payments](#)
[SSA/IRS Reporter](#)
[SSNVS News](#)
[W-2 News - Subscribe Today!](#)
[e-Newsletter for Small Businesses - Subscribe Today!](#)
[Substitute W3/W2 2-D](#)
[Barcoding Standards](#) 

Resources

[Contact the Experts](#)
[CPA Publication](#)
[Have a Small Business?](#)
[Critical Links](#)
[Farmers, Growers and Crew Leaders](#)
[Hiring Foreign Workers](#)
[How to Report Fraud](#)

www.socialsecurity.gov/employer

Online Services Availability

Monday-Friday: 5 AM - 11 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 5 AM - 11:30 PM ET

**DON'T USE YOUR BROWSER'S BACK
BUTTON**

BSO Information

- [BSO Electronic W-2 Filing Handbook](#)
- [Tutorial](#)
- [Suite of Services](#)
- [Navigation](#)
- [Online Security Policy](#)

Wage Reporting

Social Security

- [Frequently Asked Questions](#)
- [Employer W-2 Filing Instructions & Information](#)
- [W-2 News - Subscribe Today!](#)
- [Contact Us](#)

Internal Revenue Service

- [IRS Employment Tax & W-2 Requirements](#)
- [Apply For EIN](#)

SSN Verification

- [SSNVS Handbook](#)
- [CBSV](#)

Other Governmental & Employment Links

- [The Privacy Act and the Freedom of Information Act](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification News](#)
- [Form SSA-1694 News](#)



Business Services Online

Welcome to Business Services Online

[BSO HELP](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete Phone Registration" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select links from the left panel to manage your account information (deactivate your User ID and change your password) or manage your services (request new services, view pending services, and enter activation code), and in some cases manage your employer information.

[Información para el Empleador en Español](#)

Attention All BSO Users

The Business Services Online web site will be unavailable from 9:00 PM EDT on Saturday, May 7, 2011 until 8:00 AM EDT on Sunday, May 8, 2011 due to system maintenance. We apologize for any inconvenience.

Log in to Business Services Online here

Log In

New user? Register for Business Services Online here

Register

Complete Phone Registration [what is this?](#)

Complete Phone Registration

Explanation of BSO Services

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

What do I do first? Register!

**User ID = the electronic signature of the person
(not the company) attesting to the proper use
of the service**

**User ID = allows a person access to use
Business Services Online (BSO)**

**Do not use your EFTPS PIN or another
person's User ID**

Registration Process

Provide registration information (you the user)

Choose your own password

Answer forgot password questions (5)

Receive your User ID

Choose your role(s)

Employer information collected based on roles

Letter to user

Letter to employer with Activation Code*

*** Employer gives Activation Code to User**

User inputs Activation Code(s)

Additional Registration Information

User IDs valid indefinitely

PASSWORDS valid for 90 days

- Passwords can be updated at next login**
- Online forgot password questions (3 of 5)**

Requestors' data authenticated against SSA data before a User ID is issued

Exception process for data that cannot be processed – Contact Employer 800 Number (1-800-772-6270)



Create a Login Account

Step 1: Provide Information

The information you provide will be compared against our records in order to verify your identity.

* Indicates required information

Form Approved: OMB No. 0960-0626 Expiration date: 10/31/2012

Personal Information

*Name:

JOHN

*First

Middle

PUBLIC

*Last

Suffix

*Date of Birth:

04181978

mmdyyyy

*Social Security Number (SSN):

999011234

XXXXXXXX

 [More Information](#)

Personal Contact Information

*Country:

United States

*Home Street Address:

123 MAIN STREET

*City:

MY CITY

*State:

AK

*Zip Code:

12345

Ext.:

*Daytime Phone Number:

1231231234

Extension:

Fax Number:

*Email Address:

USER@DEMOEMPLOYER.COM

 [Why do you need an email address?](#)



Create a Login Account

Step 2: Create Your Password

Your password will be used to log in to online services; your User ID will be provided to you.

* Indicates required information

***Enter Password:**

***Re-enter Password:**

Your Password:

- Must contain exactly 8 characters
- Must contain **only numbers and letters**
- Must contain **at least 1 number and 1 letter**
- Is not case sensitive

Security Questions and Answers

The security questions and answers you select will be used to validate your identity in case you forget your password.

*** Question 1:**

*** Answer 1:**

*** Question 2:**

*** Answer 2:**

*** Question 3:**

*** Answer 3:**

*** Question 4:**

*** Answer 4:**

*** Question 5:**

*** Answer 5:**



Create a Login Account

Step 4: Print your User ID

Thank you! You have successfully created a login account.
The UserID below has been assigned to you:

User ID: WTRSK9NT

Please secure this User ID for your future use.

You must enter the above User ID and your self-selected Password each time you log in and access online services.

[Print a confirmation Receipt](#)

What's Next?

Now that you've created a log in account for Online Services, you will need to tell us what functions and services you require to do your work.

Depending on the services that you are requesting, you may be required to provide additional information about yourself or the organizations that you represent.

What's In It For You?

Extended due date – March 31st

Immediate receipt

Faster processing

Fewer errors

More services

Less costly to employers and SSA



Submit, download or process W-2s and W-2cs

Upload EFW2 or EFW2C file

- Prepared by your software
- Proprietary SSA format
- For large or small filers

***No forms or tax
software required!!!***

W-2/W-2C Online

- Ideal for small filers or special needs
- Blank W-2 displayed via Internet
 - Fill in screens (up to **50** W2s, 5 W2Cs)
 - Save up to 50 W-2 and 50 W-2C online reports
- Name/SSN verification immediately
- W-3/W-3C totaled for your records
- Employee Copies (.pdf) too!

Both use March 31 e-file deadline

2 Enter W-2 Information

You are currently working on W-2 number: 1 of 20.

[Need help with this page?](#)

Fields marked with an asterisk (*) are required.

a * Employee's social security number

123 - 00 - 6789

For official use only
OMB No. 1545-0008

b Employer identification number

11 - 2222222

c Employer's name, address, and ZIP code

DEMO EMPLOYER
123 MAIN STREET
MY CITY, MD 12345

d Control number

e Employee's first name, middle initial, last name and suffix

* First: JOHN

Middle:

* Last: PUBLIC

Suffix:

f Employee's address

* Country: United States

Address line 1:

Address line 2:

* City: MY CITY

U.S. address or a foreign address

* State/Province: MD

* ZIP/Postal code: 12345 ZIP Ext. (U.S. only):

1 Wages, tips, other compensation

\$ 1,234.00

2 Federal income tax withheld

\$ 345.00

3 Social security wages

\$

4 Social security tax withheld

\$

5 Medicare wages and tips

\$

6 Medicare tax withheld

\$

7 Social security tips

\$

8 Allocated tips

\$

9 Advance EIC payment

\$

10 Dependent care benefits

\$

11 Nonqualified plans
Section 457 distributions or contributions

\$

12a

Code: \$

Not section 457 distributions or contributions

\$

13

Statutory
employee

Retirement
plan

Third-party
sick pay

12b

Code: \$

14 Other

Description(1):

Amount(1): \$

12c

Code: \$

Description(2):

Amount(2): \$

12d

Code: \$

15 Employer's
State ID number

\$

16 State wages, tips, etc.

\$

17 State income tax

\$

18 Local wages, tips, etc.

\$

19 Local income tax

\$

20 Locality name

\$

Cancel Changes

Delete this W-2

Save and Start next W-2 >>

Save and Go to W-2 List >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

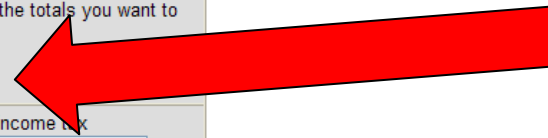
Done

Local intranet | Protected Mode: Off

100%

a Control Number 0000001		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$170,209.85	2 Federal Income Tax withheld \$3,248.88
		3 Social security wages \$28,462.22	4 Social security tax withheld \$1,764.66
c Total number of Forms W2 5	d Establishment number	5 Medicare wages and tips \$28,462.22	6 Medicare tax withheld \$412.70
e Employer identification number 52-6002033		7 Social security tips \$2,400.00	8 Allocated tips \$0.00
Employer's Name, Address, and ZIP code ABC Limited PO Box 2396 Annapolis, MD 21404-2396		9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$650.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ 0	
h Other EIN used this year		<p>Note:The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social Security will not use this information and will not forward it to any State or local entity.</p> <p>You must check here to confirm these are the totals you want to show on this Form W-3.</p> <p>I AGREE <input type="checkbox"/></p>	
15 State Employer's state ID number MD 52-6002033		16 State wages, tips, etc. \$ 28,462.22	17 State income tax \$ 3,248.88
		18 Local wages, tips, etc. \$ 28,462.22	19 Local income tax \$ 3,248.88
Contact person Jan Doe		Telephone number 410-555-1212	
E-mail Address jdoe@email.com		Fax Number	

Form W-3





Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ **Submission Confirmation**

⑦ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **KVZ192**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

! Do not mail us any paper Form(s) W-2 or W-3.

Your Receipt

Employer: DEMO EMPLOYER	Employer EIN: 11-2222222
Tax year: 2010	Payer type: 941 - Regular
Received on: 08/30/2010 04:33 PM Eastern Time	Form type: W-2

Received:	1 Form W-2		
Total wages:	\$1,234.00	Federal income tax withheld:	\$345.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

What You Should Do Next

1. Keep a printout of this page for 4-7 years as proof of your filing date.
2. **Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

! Do not mail us any paper Form(s) W-2 or W-3.

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

[Print this Page](#)

[Go to Save Official PDF >>](#)

What's New in the World of Electronic Wage Reporting

W-2 Online W-2 count increasing from 20 to 50 W-2s per report.

W-2 Online is now available for the territories of Am. Samoa, Guam and the Virgin Islands. Other territories in the works.

Beginning in TY11, both TY11 and TY10 prior year forms on W-2 Online.

Data Assist in TY12 using information collected in TY11.

What is SSNVS?

Allows employers to verify the name and SSN of a hired employee with Social Security (SSA) over the Internet

Cannot be used for tax filing purposes

Only tells you if name & Social Security number match SSA's records – not identity

6 possible “No-Match Codes” returned

Provides an indicator if Social Security number belongs to a deceased person

SSNVS registration also allows you to verify names and SSNs over the telephone

1-800-772-6270 or 1-800-772-1213

Two Methods for using SSNVS

Direct keying onto SSA's website

- Key up to 10 names/SSNs with immediate results**
- Can key multiple screens**

Upload file

- Can upload up to 250,000 SSNs per file**
- Next business day results**

SSNVS Online Verification Page

Name: **FIRST NAME LAST NAME** Submitter EIN: **010816050**

Please Note:

- Social Security Administration will only return results for data that does NOT match our records.
- Information that matches Social Security records will not be returned.
- Mandatory fields are indicated by an *.
- Field specific help is available by selecting the underlined links below.

* Employer's EIN

(9 9 9 9 9 9 9 9)

The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Please enter the following information for each employee you would like to verify.

	*SSN (9 9 9 9 9 9 9 9)	*First Name	Middle Name	*Last Name	Suffix	Date of Birth (M M D D Y Y Y Y)	Gender (F / M)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.
This page contains confidential information. Please keep the printed / saved page in a secure place.

Submit

Clear Form

SSNVS Results Page

SSN Verification Results

Name: **OSES-DEBORAH HARRIS** Submitter EIN: **010000000**

Employer's EIN: **010000000**
Records Submitted: **10**
Failed Verification: **6**
Deceased: **2**
Verified Records: **2**

[Verify More SSNs](#)

[Why Are Some
SSNs Masked](#)

[What to do if an
SSN fails to verify](#)

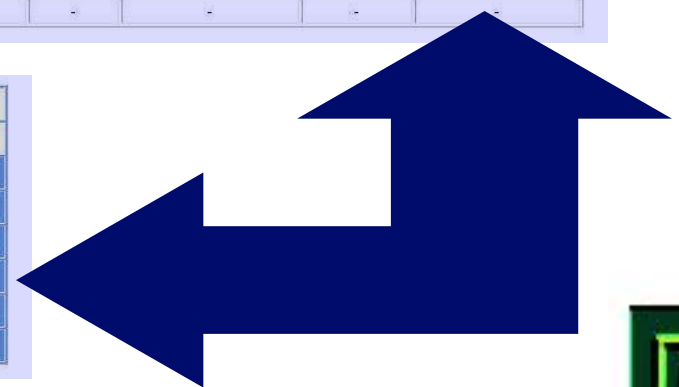
[Field Office Locator](#)

The following table displays your submitted results. The first column indicates the result of a record: failed, deceased or verified.

- **Failed-** Data does not match Social Security Administration's records.
Select [What to do if an SSN fails to verify](#) for more information.
- **Deceased-** Data matches Social Security Administration's records and our records indicate the person is deceased.
Please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security office.
Select [Field Office Locator](#) to find the office nearest you.
- **Verified-** Data matches Social Security Administration's records.

Result	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Failed	345651975	JULIE	-	JONES	-	-	-	1
Failed	XXXXX2563	JAKE	-	NEWTON	-	-	-	2
Failed	XXXXX6322	KRISTINE	-	FOUDY	-	-	-	3
Failed	XXXXX1975	BRIANA	-	JONES	-	-	-	4
Failed	653782563	TIFFENY	-	ISSAC	-	-	-	5
Failed	XXXXX2563	CHAD	-	MATTHEWS	-	-	-	6
Deceased	568931975	AJ	-	JONES	-	-	-	-
Deceased	345782563	KIM	-	SMITH	-	-	-	-
Verified	XXXXX6322	KAYLA	-	MILBRETT	-	-	-	-
Verified	XXXXX5425	HAMM	-	BONE	-	-	-	-

Verification Results	
Code	Description
1	SSN not in file
2	Name and DOB match, Gender code does not match
3	Name and Gender code match, DOB does not match
4	Name matches, DOB and Gender do not match
5	Name does not match, DOB and Gender not checked
6	SSN did not verify, other reason



Possible Mismatch Codes

VERIFICATION CODES

1 = SSN not in file (never issued to anyone)

2 = Name and DOB match, gender code does not match

3 = Name and gender code match; DOB does not match

4 = Name matches, DOB and gender code do not match

5 = Name does not match, DOB and gender code not checked

6 = have employee contact the local security office for more information

DECEASED (PER SSA RECORDS)

If Social Security records indicate any of the names and SSNs submitted for verification belonged to deceased individuals, the page will display a table with the information pertaining to these requests.

What To Do If An SSN Fails Verification

Compare submitted information
Ask employee to verify the information /
View Social Security card
Ask employee to check with any local
Social Security office
Document your efforts

Reminders!

A mismatch is not a basis, in and of itself, for you to take any adverse action against an employee, such as laying off, suspending, firing, or discriminating.

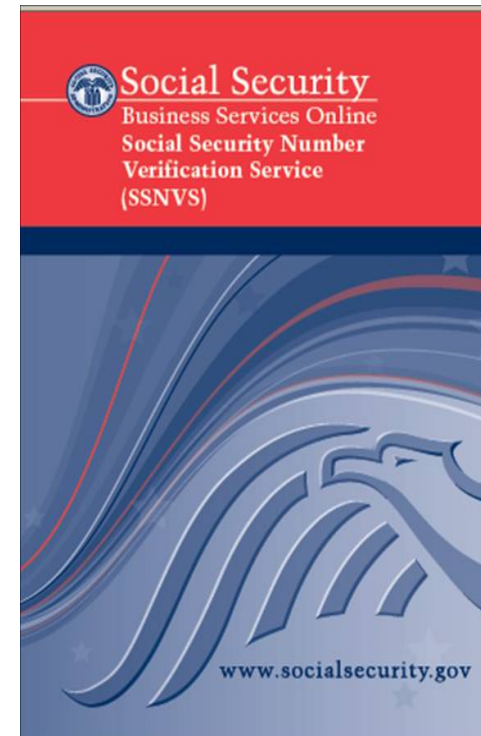
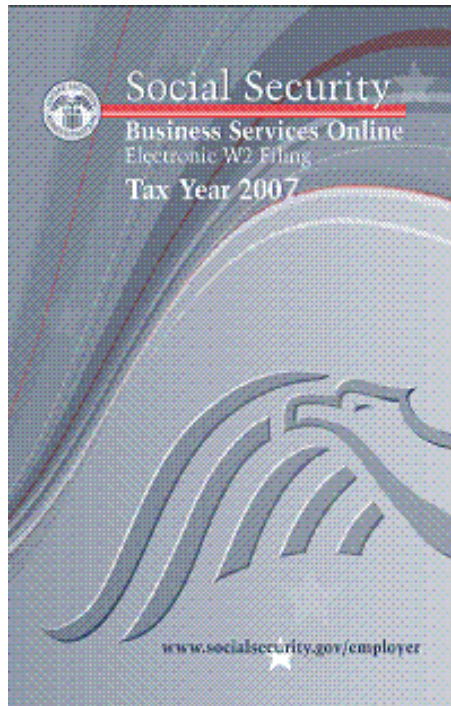
Company policy should be applied consistently to all workers.

Any employer that uses the mismatch information to take adverse action against a worker may violate State or Federal law.

The information from SSNVS does not make a statement regarding a worker's immigration status.

Additional Information

www.ssa.gov/employer/bsohbnew.htm



www.ssa.gov/employer/ssnvs_handbk.htm

SSA Contacts

Employer Website

www.ssa.gov/employer

Business Services Online (BSO)

www.ssa.gov/employer/bsowelcome.htm

Employer Reporting Assistance

[1-800-772-6270](tel:1-800-772-6270)

BSO Technical Assistance

[1-888-772-2970](tel:1-888-772-2970)

Employer Services Liaison Officers

Social Security Regional Employer Services Liaison Officers

EMPLOYER REPORTING SERVICE CENTER:

1-800-772-6270

Boston-CT, ME, MA, NH, RI, VT

Regina Bachini

617-565-2895 / Fax: 617-565-4814

regina.bachini@ssa.gov

New York-NJ, NY, PR, VI

Tyrone Benefield

212-264-1117 / Fax: 212-264-2071

tyrone.s.benefield@ssa.gov

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tim.beard@ssa.gov